

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

REGULATION MANAGER

JOB DESCRIPTION

Employees in this job supervise the work of professional subordinates involved in the education and regulation of businesses, industries, professions, and/or other service providers governed by boards, laws, and acts. They may also supervise the work of professional regulation agents involved in investigations to ensure that state laws and regulations are adhered to in the provision of public services. The work requires thorough knowledge of the policies, procedures, and regulations of regulation programs and knowledge of supervisory techniques and personnel policies and procedures.

There are three classifications in this job. The application of the Professional Managerial Position Evaluation System determines the grade level.

Position Code Title – Regulation Manager-2

Regulation Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a standard work area receiving executive direction.

Position Code Title – Regulation Manager-3

Regulation Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, as a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

Position Code Title – Regulation Manager-4

Regulation Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

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JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Directs the review of applications, registrations, or permits; determines whether applications and documentation meet the requirements of the applicable act and its rules; and recommends approval or denial based on findings.

Provides technical assistance and advice to employees on a statewide basis and assists field staff with complicated violations of the laws.

Drafts rules, policy statements, and procedures for administration of the applicable act; prepares proposed legislation; and conducts hearings on proposed changes.

Follows up on complaints of violations of an act or law, misleading advertising, etc.; evaluates violations; and determines corrective action to be taken.

Investigates possible violations of an act, law, licensing standard, rule, or other governmentally controlled regulation and, upon finding violations, secures evidence for use in preparing reports, testifying at hearings, etc.

Provides technical assistance and advice to employees on a statewide basis and assists field staff with complicated violations of the laws.

Drafts rules, policy statements, and procedures for administration of the applicable act; prepares proposed legislation; and conducts hearings on proposed changes.

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Follows up on complaints of violations of an act or law, misleading advertising, etc.; evaluates violations; and determines corrective action to be taken.

Investigates possible violations of an act, law, licensing standard, rule, or other governmentally controlled regulation and, upon finding violations, secures evidence for use in preparing reports, testifying at hearings, etc.

Conducts on-site inspections and examines financial and other operating records to ensure compliance with an act or a set of laws.

Develops and advocates ways and means to detect/deter fraud.

Delivers public speeches regarding the regulated field to interest groups; explains the act or laws to individuals or companies that consider entering the regulated field.

Works with law enforcement agencies through the provision of technical expertise in regulatory matters involving criminal activities.

Provides assistance to prosecutors and assistant attorneys general through the provision of technical information regarding applicable statutes.

Determines whether rate filings of companies are excessive, inadequate, or discriminatory; recommends approval or disapproval of rates; and determines if applied rates are in violation of filed rates.

Schedules and prepares agenda for, and completes minutes of regulatory board meetings; keeps board informed of problems in the regulated field; recommends action to be taken; and serves as liaison between the board and the public.

Performs related work that is appropriate for the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of administrative hearings procedures.

Thorough knowledge of investigation and inspection techniques.

Thorough knowledge of the act(s) or law(s) that regulate the assigned field.

Thorough knowledge of legal terminology and what constitutes legal evidence.

Some knowledge of training and supervisory techniques.

Some knowledge of employee policies and procedures.

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Some knowledge of equal employment practices.

Ability to instruct, direct, and evaluate employees.

Ability to analyze and appraise facts and precedents in making management decisions.

Ability to evaluate and interpret laws, rules, regulations, and evidence.

Ability to draft proposed legislation, rules, policy statements, and procedures.

Ability to communicate with others, both verbally and in writing.

Ability to maintain favorable public relations.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a bachelor's degree in any major.

Experience

Regulation Manager 13, 14, and 15

Four years of experience providing professional regulation officer or regulation agent services, including two years of experience equivalent to a Regulation Officer P11 or Regulation Agent P11 or one year of experience equivalent to a Regulation Officer 12, Regulation Agent 12, or Regulation Specialist 12.

Alternate Education and Experience

Six years of experience as a State Police Detective Sergeant or equivalent may be substituted for the experience and education required for all levels. The determination equivalent experience is based on a comparison of an applicant's experience and training to the experience and training, specifically as it relates to investigative training, of a Michigan State Police Detective.

Special Requirements, Licenses, and Certifications

Certain positions may be assigned subclass codes and individuals appointed must possess the required specialized experience, training, or license.

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NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
REGLTNMGR	Regulation Manager

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Regulation Manager-2	REGUMGR2	NERE-182
Regulation Manager-3	REGUMGR3	NERE-186
Regulation Manager-4	REGUMGR4	NERE-188

ECP Group 3
8/20/2000, 2/4/02
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